St Thomas of Aquin's RC High School

The Senior Leadership Team remits

	C Santini Head Teacher	I J Pierre Depute Head Teacher Year Head S1/2/3	S Mariani Depute Head Teacher Year Head S4/5/6	Philippa Hastings Senior Development Officer	J Ritchie Business Manager
Health, Safety, and Wellbeing	To ensure a comprehensive and strategic Health and Safety plan is in place at St Thomas', Security of the building, staff and pupils. Chair monthly Health and Safety Meetings – risk assessments Liaise with Unions Strategically support WTA & SNC	Child Protection Folders Health Care Plans Strategic lead on lesson-by-lesson attendance systems is in place	Support Fire Evacuation Support Staff evacuation training	Support Fire Evacuation Support Staff evacuation training	To provide a comprehensive strategic Health and safety support service function with the school: Fire Officer/Marshall Fire Evacuation Staff Evacuation Chair training Monthly self-assurance calendar update via HT/BM meeting Ensure Admin lesson by lesson attendance systems are in place Co-ordination of Absence Cover. Advise & support HT/staff on HR matters. Manage HR Halo People system. Ensure all relevant Risk Assessments are in place as per CEC policy and guidelines. Strategically lead on medical support for pupils and communication with parents. Staff Badges Weekly Central Detention communication with SLT
Self-Evaluation for self-improvement	Ensure Collaborative approaches to self-evaluation are in place: pupil, parents, and staff surveys. Lead on the analysis and evaluation of intelligence data and strategically lead on self-	Strategic lead for CEC 3.1 improving wellbeing, equality, and inclusion return.	Strategic lead for CEC 2.3 learning, teaching, and assessment return; Lead on Faculty self-evaluation calendar.	Operational Lead on QIs 1.3 and 1.5 in terms of Standards and Quality Report and School Improvement Planning.	

Q1 1.1	evaluation and school improvement. Strategic Lead for QI 1.3; 2,2; 3.2. Ensure there is impact on Learners' successes and achievements. Ensure Staff are supporting via the PRD and PU process.	Managing, evaluating and updating on wellbeing, equality, and inclusion policy Better relationships, better learning, and better behaviour policy	Managing, evaluating and updating on Learning, Teaching, and assessment policy and Digital Literacy policy. Update staff on and Edinburgh Learns policies Processes for staff CLPL, PRD and PU		
Leadership of Change **Q1 1.3**	Develop a shared vision, values and aims relevant to the school and its community; Ensure Vision and Values are in line with Charter for Catholic Schools and CEC vision. Strategic planning for continuous improvement: Lead on Standards and Quality Report; School improvement planning; support faculty planning Support the Numeracy, Literacy, and Health & Wellbeing Leads with planning.	Support and promotion of vision, values, and aim of the school. Lead on 3.1 analysis and evaluation	Support and promotion of the vision, values, and aim of the school. Lead on 2.3 analysis and evaluation Support the Numeracy, Literacy, and Health & Wellbeing via Leads attending the Learning, Teaching, and Assessment working group.	Operational Leadership of The Quality Indicator 1.3 Leadership of Change and a focus on identifying leadership opportunities for staff, pupils, and parents.	Ensure HR & Finance CEC policies and procedures are in place. Induction of new staff: Teaching and Support Staff. Annual Staff Handbook update Annual Parent Handbook update Management of Personal Conversations for support staff Manage and maintain FOI requests.
Management of resources to promote Equity. **Q1 1.5**	Ensure key areas of Finance, HR, Health and Safety, Facilities Management and Manage Property Lets, are strategically reviewed via the 2 weekly HT/BM/AO meeting.	Support the Pupil Equity Funding plan		Lead on the tracking and monitoring, to raise attainment, of targeted S1-S6 pupils: including SIMD 1+2, FME, EAL, Care Experienced, and Young Carers.	Support the HT/staff on budget monitoring and financial management. Provide Forecasting & Monitoring information to HT. Ensure all financial policies and procedures are in place. Ensure Per Capita is allocated and managed in budget. Liaise with Edinburgh Leisure Co-ordinator as required. Manage & maintain the procurement system on behalf of school Faculties

The curriculum QI 2.2	Strategic Lead for the: rationale and design, development, programmes, and transition of the curriculum. Strategic link for school timetabler Lead on Faculty Curriculum meetings in November of each year. Monitoring of: Numeracy, Literacy Health & Wellbeing Leads Transition projects	Strategic oversight of S2 and S3 Personalisation and choice Lead on S2 Parents Information Evening S3 Profiles Health and Wellbeing link Transition projects support with HT	Strategic oversight of S4, S5 Personalisation and choice Lead on S3, S4, S5 Parents Information Evening Developing Scotland's Young Workforce Rights Respecting School Lead Tracking of skills across the Curriculum – PSE to support		Support HT with TT faculty Loading sheets and staff pointage
Learning, Teaching, and Assessment **Q1 2.3**	Quality of teaching; supporting DHT with Learning Observations.	Strategic lead on the nurturing and learning of identified groups of pupils supported in Integrated Support and Development Services. P7/S1 Transition Programme and Faculty transition planning	Learning and engagement: Meaningful May and Easter study classes Quality of teaching: Strategic Lead for Learning Observations; Probationers; and Student Teachers. Effective use of assessment: Planning and running school prelims. Strategic lead on alternative assessments Strategic lead on S3 Literacy and Numeracy CfE Levels with HT and CLs of Maths and English Strategic lead on SNSA: administered by CLs of English and Maths Planning, tracking, and monitoring. Lead on	Operational lead on school tracking system (Edict at present). Ensure all colleagues can access system and use its functionality to support pupil attainment impact	Excursions Co-ordinator Overview of First Aid for excursions and Fieldtrips. Access to spreadsheet of all iPads handed out and to be responsible for keeping SLT up to date with running total of iPads. Oversee administrative role relating to the whole school timetables, classes, rooms. Senior awards ceremonies and Junior assemblies lead – planning, organisation, and communication. Senior Phase and Broad general Education Course Handbooks

			communication, operation, analysis, and evaluation of S1-S6 Tracking and Reporting and Learning Conversations.		
Partnerships: Involvement of parents, carers and families in the life of the school. **QI 2.7**	Engaging parents in their children's learning and the life of the school. Dialogue with learners and parents about the work of the school – Parents' Evenings, Parent Council meetings, Attainment information Leadership of Change information	S1/2/3 Parents' Evening S2 Information Evening BrBbBl policy communication Equalities policy communication	S4/5/6 Parents' Evening S3-S5 Parent Information Evening LTA policy communication	Communication with parents: strategically and operational support the updating of Faculty pages ensuring a consistent approach to BGE and SP curriculum plans and SQA advice. Planning and completion of 2 school newsletters per year: (December) and (June) Plan and implement family learning systems and opportunities including an online parental home learning communication system and DYW pupil and parent information evenings.	Organisation, planning, and communication of S1-S6 Parents Evenings Communication with parents of S1-S6 Tracking and full reports. Updating of School website and School App
Improving wellbeing, equality, and inclusion **QI 3.1**	Strategic lead on Pupil Equity Funding	<u>Strategic lead on inclusion, wellbeing, and equity:</u> Strategic Lead on BrbBbBl policy and On Call rota. <u>Strategic lead of Learning, Development, and Support Integrated Support</u> SLT strategic lead on Inclusion and Wellbeing issues for S1-S6 groups. <u>Quality assurance of GIRFEC meetings including PPRs and Health Plans</u> <u>Strategic Lead on fulfilment of statutory duties</u>: Child Protection Officer and Partner Agencies Strategic Lead on Equalities policy and implementation,	Strategic lead on 16+ Programmes SDS School/College Partnership Developing the Young workforce EMA strategic lead for PSLs Support lead on S4-S6 Pupil Parliament with SDO	Strategic lead on planning and implementation of Key Adult classes with a focus on uniform checks, absence anomalies, and iPad checks. A no mobile phone experience.. Strategic lead on ensuring pupils on flexible TTs, internal and external exclusions have up to date online learner opportunities. Supported via PSO and PSA of The Wellbeing Hub. Strategic Lead on planning and operation of Pupil Parliament Lead on S1-S3 Pupil Parliament	Placing Requests and waiting Lists School to maintain 790 Capacity. Placements P7/S1 Transition communication support 3 Day Visit admin overview P7 Booklet overview

		Equalities group meetings, and Equalities Captains remits			
Raising attainment and achievement **QI 3.2**	Strategic lead on raising attainment and achievement. Attainment in Literacy and Numeracy along with CL of Maths and English Strategic lead on the analysis and evaluation of achievement Attainment overtime Overall quality of Learners' experience; liaise with HWB + Active Schools co-ordinator to plan for lunchtime and after school clubs + analysis of 6 monthly S1-S6 achievement surveys.	Strategic analysis of Equity groups Care experienced pupils. ASN pupils SIMD 1 and 2 pupils FME pupils	Lead on Prelim analysis and next steps Lead on Estimates input and analysis with SQA analysis Tracking of achievement of S1-S6 pupils via Key Adult classes	Lead on implementing a system to capture and celebrate S1-S6 pupil achievement (at least twice a year) at St Thomas of Aquin's which also includes the planning and organising of termly achievement assemblies and annual BGE and SP award ceremonies.	Oversee admin protocol relating to SEEMIS, Scot Exed, CEC returns.
The engagement of staff in, the life of the school.	The extent to which staff are committed to, and actively involved. in the life of the school. Support staff opportunities Link to Performing Arts, Religious Education, Computing Science, Physical Education Regular meetings with Union Reps	SLT link for Learning Development, and Support Modern Languages Art and Technologies .	SLT link for Social Subjects Science Maths, English Staff Cover in absence of BM/AO for planned absence Meaningful May first 2 weeks)	Lead and manage key systems in the school; SLT morning duty (pre-8.40), out of class time, Pathway 4 on call, cover requirements if Business Manager is out of school, Central Detention SLT rota, and Leadership Lunchtime Duty Rota.	Strategic lead on uniform support